ARIES Hands-On Training Exercises

Day 1

1. Enter a new client (*HINT*: Remember to "tab" through the client identifying fields to enter your new client and don't forget to make them a share client). Enter his or her data in the following major tabs: Demographics, Eligibility, Medical, Medications and Risk Factor (don't forget to enter data in these major tabs' corresponding sub tabs). ***DO NOT*** enter data in the Program, Case Notes, Care Plan or Services Tabs.

2. Share / Non-Share: Take your main client (sheet) that you created. Trade your client-identifying sheet with a person in the room ***who does not belong to the same agency that your client belongs to***. Once you have traded client sheets, enroll your existing ARIES share client (who belongs to another agency) into your agency. Watch how if a client "shares" his/her data, you can open up his/her entire ARIES record. Review your new client's existing record in ARIES. Update your client's information in the tabs we discussed today (Demographic through Risk Factor). ***DO NOT*** enter data in the Program, Case Notes, Care Plan or Services Tabs.

Day 2

3. Open your existing client in ARIES. Enroll him or her in 2 or more of the following Office of AIDS (OA) Care Programs:
    - Case Management Program (CMP) and/or Medi-Cal Waiver Program (MCWP)
    - Early Intervention Program (EIP), Bridge and/or Positive Changes
    - Care Services Program (CSP) (Hint: CSP does not have a subtab; you enter a CSP client by completing all asterisked-marked, HRSA-required fields.)

4. Open an existing client. Create a Care Plan (with Needs Assessment, Care Plan and Referrals), enter Case Notes and enter several Services for this client (*HINT*: add services under the programs that you enrolled your client in).

5. Pretend you are a Fiscal Agent or a Project Director. Set up at least one funding source, contract and corresponding services for your agency. If you finish early, enter more contracts, funding sources and corresponding services.

6. Go to the Reports Menu and run the following canned reports:
    - CARE Act Data Report (CADR)
    - Referrals
    - Disease Management
    - Select your own OA program-related report

7. Go to the Crosstab Wizard. Use the Crosstab Wizard to run the following crosstab reports:
    - Gender by Race
    - Gender by Hispanic
    - HIV AIDS Status by Age Group Decades
    - Create your own Crosstab report

DO NOT ADD, EDIT OR CHANGE LOGIN ID AND/OR PASSWORDS ON ANY EXISTING STAFF IN ARIES.